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ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

October 18, 2021

FINANCE MEMORANDUM

MEMO NO. 21-14

TO: Department Heads
County Government CARES CRF Coordinators

FROM: Craig K. Hirai /s/
Director of Finance

SUBJECT: Close-Out of CARES Coronavirus Relief Funds (CRF) Subawards

The CARES Act requires proceeds from the Coronavirus Relief Fund be used for allowable expenditures that were incurred during the period that begins on March 1, 2020 and ends on December 31, 2021. Therefore, to meet the expenditure deadline for CRF funds, I am establishing close-out dates by appropriation account as listed in the attached Table 1. CARES CRF Close-Out Schedule.

All close-out activities must be completed by the close-out deadline listed in Table 1. These activities include:

1. Recoupment of unexpended funds that may have been advanced to vendors and/or to subrecipients
2. Payment of all outstanding invoices
3. Cancellation of outstanding encumbrances
4. Return of CRF cash balances to the B&F originating CRF account
5. Certification of a "CARES Act CRF Close-out Report" that includes a review of information provided to B&F to report to U.S. Treasury against data in FAMIS or the recipient's official accounting system

Should you have any questions, please contact Mr. Mark Anderson at the Office of Federal Awards Management at (808) 586-3035.

Attachment

Table 1. CARES CRF Close-Out Schedule

Close-out deadline: November 15, 2021

Department of Business Economic Development and Tourism:

1. S-21-363-B SCRF Retraining and Workforce Development
2. S-21-366-B Chamber of Commerce Pivot program
3. S-21-384-B Fishing Industry Support
4. S-21-386-B Hawai'i Restaurant Card Program

Office of the Governor:

5. S-21-350-Q Governor's Discretionary Fund

Close-out deadline: December 1, 2021

Department of Transportation:

6. S-21-353-D SCRF Airport Screening and Health Assurance Security

Department of Business, Economic Development and Tourism:

7. S-21-389-B Flight Assistance program
8. S-21-385-B Housing Relief and Resiliency Program II (except for expenses incurred) to comply with the Single Audit Act and reporting and recordkeeping requirements imposed by the Office of Inspector General funds set-aside for allowable expenses related to auditing and record-keeping

Department of Defense:

9. S-20-524-G COVID19 Response
10. S-20-527-G COVID19 response
11. S-21-350-G SCRF Personal Protection Equipment

Department of Health:

12. S-21-361-H Contract tracing expansion, payroll for COVID19 response unit and DOH staff overtime, isolation and quarantine sites.
13. S-21-363-H COVID19 testing supplies and equipment

Depart of Labor and Industrial Relations:

14. S-21-528-L Information Technology, Systems and Staffing

Close-out deadline: December 31, 2021

County Governments:

15. County of Kaua'i
16. County of Maui
17. County of Hawai'i
18. City and County of Honolulu